Project Closure Process

Last Updated February, 2007

Project Work → Is Project Complete? — Yes → Physical Completion Letter Issued By Project Office

- No → Complete Project

15 Days

Are There Outstanding Payment Issues? Materials Documentation Incomplete? Are There Payroll Deficiencies? Claim submitted?
- No → Project Office Prepares All Final Quant. Computed & Ready For Region Review
- Yes ↓

30 Days

Region Office Completes Review Of Final Records and Quantities → Project Office Runs Region Final Estimate → Project Office Issue FCV, Issue Outstanding Documentation Punch List, Complete Final Insp. For Fed-Aid Projects. See CM 1-3.4

Agree to Payment Amount?
- Yes → Submit FCVC & Final Documentation Needs Required by 1-08.5 In order to establish "Completion"
- No ↓

Subcontractor tracking document.

If FCV Can't Be Issued within 30 Days For Sufficient Reason Notify Reg. & Issue Progress Estimate To Avoid Prompt Pay Penalty RCW 39.76.

Yes branch items (bottom row):
- Address Payment Issues
- Payroll Deficiencies
- Address Overruns/ Underruns
- Address Liquidated Damages or Time Extensions
- List Material Deficiencies
- Verify Claim Meets Requirements of Std. Spec. 1-09.11(2) and has merit.

Pend./ Ch. Or. Log — F.A. Sheets

- Resolve & Issue Corrected Payrolls
- Resolve Overruns/ Underruns
- Resolve Time Issues
- Record of Material
- Issue Ch. Order or Deny Claim by Letter

- Define & Closure Of Outstanding Ch. Or. Issues
- Prime Contractor Certify Payrolls For Subcontractor
- Submit Material Documentation
- Accept Ch. Order or Pursue Claim to Next Level

Or
- DOT Withhold Payments Based On Value of Deficiencies
- Agree on Price Reduction for Deficiencies

- Review & Accept F.A. Payments

Legend
- = WSDOT Function (yellow)
- = Contractor Function (blue)
- = Input/Output Data (circle)

Subcontractor submits documentation to Prime Contractor

YES, Documents Returned FCVC Signed ↓

Project Office Makes At Least 2 Attempts to Provide Correspondence To The Contractor Requesting The Missing Documents Including Reasonable Response Times Each Time.

Project Office Prepares Letter To Region Requesting Unilateral Acceptance Listing Missing Documentation, & Identify History to Obtain Documentation

HQ Const. Office Notifies Contractor By Certified Mail of Pending Unilateral Acceptance Within 30 Days of Letter.

FCVC and all documentation received?
- Yes → Project Office Sends Contractor Proj. Completion Letter. Copy sent to HQ Acct.
- No ↓

Notice of Completion Of Public Works Contract sent to L&I, Dept. of Revenue, etc. by HQ Acct. → Project Office Writes Project Status Report, Prepares Final Est. Package & Submit to HQ Construction → Chief Constr. Eng. Sets Final Acceptance of Contract by Signing FCV Certification

If FCVC Signed By Contr. But Missing Other Documentation, Chief Constr. Eng. Signs FCVC Accepting Contract & Unilaterally Establishes Completion Date w/Missing Docum. & Notifies Contractor

YES, Documents Returned FCVC Signed

FCVC Signed But Missing Necessary Documents

Chief Constr. Eng. Signs FCVC Establishing Unilateral Final Acceptance & Unilateral Completion Date& Notifies Contractor

30 Days

If FCVC is Unsigned by Contractor & Signed by Region, Chief Constr. Sends Contr. Certified Letter Allowing 30 Add'l Days To Sign FCVC

Region Signs Unsigned FCVC & Submits to HQ.

FCVC not Signed By Contractor → No

60 Days Waiting Period for Release Of Retainage
45 Days Materialmen Claims
30 Days Labor Claims

HQ Acct. sends Letter of Acceptance to Contractor, Region, PE, Ins., Surety

Process Information & Request Release from L&I, Revenue & Empl. Securities → Received releases from L&I, Revenue, & Employment Securities?
- Yes → Write letter to release retainage, HQ Acct. → **Retainage released, HQ Acct.** → **Contract. Fully Closed**
- No ↑

180 Day Waiting Period For Contractor Claim Submittal

Begin 3 Year Retention Period for Region Temporary Files

Submit Permanent Final Records to HQ Eng. Records for Permanent Storage

Washington State Department of Transportation

AGC Associated General Contractors of Washington